



# California Arts Council

## ORGANIZATIONAL SUPPORT PROGRAM

### 2000-01 SECOND-YEAR REPORT FORM AND INSTRUCTIONS

#### ***Urgent!***

According to our records, your organization applied to and was funded by the CAC's Organizational Support Program in 1999-00. The program operates on a two-year cycle. In order to be considered for 2000-01 funding, you must submit a Second-Year Report by the deadline of the discipline category that you applied to in 1999-00. Refer to the chart below to determine the appropriate deadline. *Note: The Organizational Support Program has established separate deadlines for Second-Year Reports and Full Applications.*

#### POSTMARK DEADLINES 2000

DISCIPLINE	2ND YEAR DEADLINE	STAFF CONTACT
ASOP	JANUARY 10, 2000	ANNE BOURGET
DANCE	JANUARY 10, 2000	ROB LAUTZ
LITERATURE	APRIL 3, 2000	RAY TATAR
MEDIA ARTS	MARCH 13, 2000	ANNE BOURGET
MULTI-DISCIPLINARY	FEBRUARY 7, 2000	ANNE BOURGET
MUSIC—PG	FEBRUARY 14, 2000	LEGRAND ROGERS
MUSIC—PFST	JANUARY 3, 2000	LEGRAND ROGERS
THEATER	JANUARY 24, 2000	RAY TATAR
VISUAL ARTS	JANUARY 3, 2000	SCOTT WM. HECKES



## California Arts Council

Gray Davis  
*Governor of California*

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Barbara George, *Vice Chair*  
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& Planning Officer*  
  
Adam Gottlieb  
*Marketing &  
Communications Officer*

### Address

1300 I Street, Suite 930  
Sacramento, CA 95814  
916/322-6555  
Toll-free 800/201-6201  
FAX: 916/322-6575

Web: [www.cac.ca.gov](http://www.cac.ca.gov)  
Email: [cac@cwo.com](mailto:cac@cwo.com)

### Office Hours

8 a.m. - 5 p.m.  
Monday through Friday

**Purpose:** The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

**The Agency:** The Director is the Chief Executive Officer and reports directly to the Governor. The Director and Deputy Director for Partnerships are appointed by, and serve at the pleasure of the Governor. The Director and Deputy Director manage a professional staff headquartered in Sacramento.

**The Council:** The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members; the Legislature appoints two. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body has final approval of CAC grants.

**Mission:** The mission of the CAC is to make available and accessible quality art reflecting all of California's diverse cultures; to support the state's broad economic, educational, and social goals through the arts; to provide leadership for all levels of the arts community; and to present effective programs that add a further dimension to our cities, our schools, our jobs, and our creative spirit.

**Funding:** The CAC is a state agency, funded primarily from the state's annual budget process, supplemented with funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

**Information Access:** Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not comment on, participate in, or in any way interfere with panel meetings. Contact the CAC for meeting dates and locations.

**Grants Panels:** Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

**Appeal Process:** Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's assessment of the applicant's request for funding; and/or
2. Incorrect processing of the required application materials such that it negatively influenced the panel's assessment of the applicant's request for funding.

**Note:** *Dissatisfaction with award denial or with award amount is not grounds for appeal.*

**Requirements:** The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or entities that are a unit of government; and that comply with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Ownership, Copyrights, Royalties, Credit:** The CAC does not claim ownership, copyrights, royalties, or other claims to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such materials for official, noncommercial purposes. In addition, the CAC requires documentation of grant activity and appropriate credit for CAC partial support.

## SECOND-YEAR REPORTING REQUIREMENTS

To be completed by 1999-00 Organizational Support Program grantees requesting Second-Year support for a two-year period. As a Second-Year applicant, you are required to address only the following questions. Do not send any supplementary materials.

**Send an original and one (1) copy by the postmark deadline to:**

Organizational Support Program — Second-Year Report  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814

### **Complete the following:**

1. Applicant Description, page 1;
2. Request Amount Worksheet, page 3; and
3. Organizational Budget Summary, pages 5-7.

Please respond to the following questions and attach your answers to the items above. Number your responses as indicated:

**Evaluation of 1999-00 OSP support:** Use no more than two pages single-sided to respond to questions 1-4.

1. What organizational activities are being supported by the 1999-00 CAC funds?
2. What overall benefits or measurable results came from these CAC-supported activities?
3. What proposed grant activities will not be undertaken and why?
4. What significant artistic and/or administrative changes have taken place in your organization?
  - Attach a listing of your organization's programs/activities/exhibitions for 1999-00. Use no more than two pages single-sided to respond.

**Plans for 2000-01 OSP support:** Use no more than two pages single-sided to respond to questions 1-4.

1. What are your organization's major goals for 2000-01?
2. Describe any anticipated changes to your organization's administration or programs for 2000-01.
3. Describe any changes in your organization's outreach efforts for 2000-01 and how your relationship to the community will be affected?
4. Describe how CAC funds will be used in 2000-01.
  - Attach a list of your organization's planned programs/activities/exhibitions for 2000-01. Use no more than two pages single-sided to respond.

# OSP • 2000-01 SECOND-YEAR REPORT • FORM AND INSTRUCTIONS

## ORGANIZATION APPLICATION 2000-01 SECOND-YEAR REPORT

### Applicant Description

#### 1. Name of Organization

popular name

legal name, if different

Federal Employer ID # \_\_\_\_\_

#### 2. Address \_\_\_\_\_

#### 3. City \_\_\_\_\_ CA

#### 4. ZIP Code \_\_\_\_\_

#### 5. County \_\_\_\_\_

#### 6. Contact Person on Board of Directors

first name last name

#### 7. Administrative Director

first name last name

#### 8. Artistic Director

first name last name

#### 9. Contact Person

first name last name

title

#### 10. Telephone (\_\_\_\_) \_\_\_\_\_

#### 11. Fax (\_\_\_\_) \_\_\_\_\_

#### 12. Email \_\_\_\_\_

#### 13. Webaddress: \_\_\_\_\_

#### 14. Applicant Discipline \_\_\_\_\_

#### 15. Approximate Grant Amount Requested (see page 3 for Request Amount Worksheet) \$ \_\_\_\_\_

#### **Fiscal Receiver, if applicable.**

#### 16. Name of Fiscal Receiver Organization

Federal Employer ID # \_\_\_\_\_

#### 17. Address \_\_\_\_\_

#### 18. City \_\_\_\_\_ CA

#### 19. ZIP Code \_\_\_\_\_

#### 20. County \_\_\_\_\_

#### 21. Contact Person

first name last name

#### 22. Telephone (\_\_\_\_) \_\_\_\_\_

#### 23. Certification

I certify that the applicant organization has proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or that applicant is a unit of government; that applicant has been consistently engaged in arts programming for a specific number of years prior to time of application; that applicant complies with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code secs. 11135-11139.5 (barring discrimination); that applicant complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990; and the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996; that applicant has its principal place of business in California; has completed prior contract evaluations, if applicable; and has approval of applicant's board of directors or other governing body. I hereby certify that to the best of my knowledge and belief, the data in this application and in any attachments hereto are true and correct.

#### Applicant

signature, authorized board member

date

typed name and title

#### Fiscal Receiver (if applicable)

signature, authorized board member

date

typed name and title

# OSP · 2000-01 SECOND-YEAR REPORT · FORM AND INSTRUCTIONS

## REQUEST CHART

<i>1998-99 Total Income</i>	<i>Approximate Request Amount</i>	<i>1998-99 Total Income</i>	<i>Approximate Request Amount</i>
\$2,000 - \$24,999	\$2,000 or 30% of total cash income (whichever is greater)	\$1,300,000 .....	\$81,894
		\$1,400,000 .....	\$86,697
		\$1,500,000 .....	\$91,397
\$25,000 - \$49,999	30% of total cash income	\$1,600,000 .....	\$96,000
		\$1,700,000 .....	\$100,513
\$50,000 - \$200,000 .....	\$18,000	\$1,800,000 .....	\$104,941
\$220,000 .....	\$19,498	\$2,000,000 .....	\$113,561
\$240,000 .....	\$20,969	\$2,200,000 .....	\$121,893
\$260,000 .....	\$22,416	\$2,400,000 .....	\$129,961
\$280,000 .....	\$23,841	\$2,600,000 .....	\$137,789
\$300,000 .....	\$25,245	\$2,800,000 .....	\$145,394
\$320,000 .....	\$26,630	\$3,000,000 .....	\$152,793
\$340,000 .....	\$27,997	\$3,200,000 .....	\$160,000
\$360,000 .....	\$29,347	\$3,840,000 .....	\$181,900
\$380,000 .....	\$30,681	\$4,480,000 .....	\$202,253
\$400,000 .....	\$32,000	\$5,120,000 .....	\$221,283
\$420,000 .....	\$33,304	\$5,760,000 .....	\$239,155
\$440,000 .....	\$34,595	\$6,400,000 .....	\$256,000
\$460,000 .....	\$35,873	\$7,040,000 .....	\$271,920
\$480,000 .....	\$37,137	\$7,680,000 .....	\$286,999
\$500,000 .....	\$38,390	\$8,320,000 .....	\$301,308
\$520,000 .....	\$39,632	\$8,960,000 .....	\$314,906
\$540,000 .....	\$40,862	\$9,600,000 .....	\$327,844
\$560,000 .....	\$42,082	\$10,240,000 .....	\$340,165
\$580,000 .....	\$43,291	\$10,880,000 .....	\$351,910
\$600,000 .....	\$44,490	\$11,520,000 .....	\$363,111
\$620,000 .....	\$45,680	\$12,160,000 .....	\$373,799
\$640,000 .....	\$46,860	\$12,800,000 .....	\$384,000
\$660,000 .....	\$48,032	\$13,440,000 .....	\$393,740
\$680,000 .....	\$49,194	\$14,080,000 .....	\$403,040
\$700,000 .....	\$50,349	\$14,720,000 .....	\$411,920
\$720,000 .....	\$51,494	\$15,360,000 .....	\$420,398
\$740,000 .....	\$52,632	\$16,000,000 .....	\$428,492
\$760,000 .....	\$53,762	\$16,640,000 .....	\$436,216
\$780,000 .....	\$54,885	\$17,280,000 .....	\$443,585
\$800,000 .....	\$56,000	\$17,920,000 .....	\$450,612
\$820,000 .....	\$57,108	\$18,560,000 .....	\$457,309
\$840,000 .....	\$58,209	\$19,200,000 .....	\$463,687
\$860,000 .....	\$59,303	\$19,840,000 .....	\$469,758
\$880,000 .....	\$60,390	\$20,480,000 .....	\$475,531
\$900,000 .....	\$61,471	\$21,120,000 .....	\$481,015
\$920,000 .....	\$62,545	\$21,760,000 .....	\$486,220
\$940,000 .....	\$63,613	\$22,400,000 .....	\$491,153
\$960,000 .....	\$64,675	\$23,040,000 .....	\$495,822
\$980,000 .....	\$65,731	\$23,680,000 .....	\$500,234
\$1,000,000 .....	\$66,781	\$24,320,000 .....	\$504,397
\$1,100,000 .....	\$71,946	\$24,960,000 .....	\$508,317
\$1,200,000 .....	\$76,980	\$25,600,000 + .....	\$512,000

**OSP • 2000-01 SECOND-YEAR REPORT • FORM AND INSTRUCTIONS****STOP!****Read this page very carefully and respond as directed.****Request Amount Worksheet**

The applicant's total cash operating income in its last completed fiscal year will establish the maximum amount of the request.

An organization whose purpose is not solely arts production, presentation, or service must base its request only on its arts activities budget. The Organizational Budget Summary, pages 5 and 7, must be completed to reflect the applicant's arts activities budget only. Universities and other multi-faceted organizations must include only that portion of the budget pertinent to this proposal.

Begin by filling out the FY 1998-99 cash income column on the Organizational Budget Summary (pages 5, 7). Use the following worksheet to compute your maximum request:

A. List the 1998-99 cash income \$\_\_\_\_\_

*Note: This figure must not include any in-kind support.*

If any of the following sources are included in line A, list them here:

1. Loans/lines of credit \$\_\_\_\_\_
2. Funds raised  
for endowment \$\_\_\_\_\_
3. Funds raised for  
non-operating capital \$\_\_\_\_\_
- B. Total, lines 1, 2, and 3 \$\_\_\_\_\_
- C. Line A minus Line B \$\_\_\_\_\_

Line C should be the same total as shown on page 5, column 2, line 17.

Line C represents your total adjusted cash income. Use the table on the facing page to determine your approximate request amount.

## ORGANIZATIONAL BUDGET SUMMARY INSTRUCTIONS - FOR PAGE 5

An organization whose purpose is not solely arts production, presentation, or service must base its request only on its arts activities budget. The Organizational Budget Summary must be completed to reflect the applicant's arts activities budget only.

**REMINDERS ON COMPLETING BUDGET SUMMARY****Do:**

- Use "other" lines and attach schedules as needed;
- Use notes to explain and clarify the budget line items where changes are significant from year to year (10% or more);
- Fill in all columns; and
- **Check arithmetic.**

**Do Not:**

- Change, alter, or combine lines;
- Include in-kind support, except on line XII;
- Include portions of your budget not relevant to arts programming;
- Include endowment, capital funds and/or loans, except as indicated on page 7.
- Include pass-through support, except on line XIII.

For each fiscal year, complete appropriate budget categories. Complete, as is the case, the surplus income or deficit and the accumulated surplus or deficit in the lines provided. Describe on page 7 under Budget Notes the plans to reduce the deficit or use the surplus.

Observe the following general rules:

- Follow lines exactly as printed; do not cross out, alter, or combine lines. Use lines marked "Other" in each category to accommodate special reporting needs (attach schedules where appropriate).
- Limit this budget to activities directly pertinent to arts programming. Do not include indirect costs.
- Be certain that in-kind support is reflected only on line XII. Remember, this is a cash budget. Call CAC staff person if you have questions regarding "in-kind."
- The budget page is to cover four full years. If your fiscal year corresponds to the calendar year, include budgets for 1998, 1999, 2000, and 2001. *If you changed your fiscal year during this period, adjust figures to the best of your ability so each column reflects exactly 12 months. Provide a budget note on page 7 to clarify.*
- Complete the Budget Notes and Schedules section, page 7, where necessary to explain circumstances that might appear problematic, for example: to clarify unusually large increases or decreases; to explain why certain figures appear large or small for an organization of your kind; to explain plans to retire a deficit or use a surplus; to explain why figures on Budget Summary page may differ from those in in-house budgets and financial statement. A portion of the page has been set aside for budget notes.
- You are required to attach schedules for lines marked "Other." The Budget Notes section of page 7 can be used if space permits.

**Definitions****I. A. Contributed Income**

- Federal Government: Cash support from grants or appropriations by federal agencies, including the National Endowment for the Arts (NEA). Use a note to indicate which NEA theme is the source of the grant.
- State Government: Cash support (other than this request) from the CAC or other state agencies.
- Grant Amount Requested: For projected year only, write total grant request as it appears on page 1, line 15. (See request amount worksheet, page 3.)

- Local/Municipal Government: Cash support from grants or appropriations by city, county, in-state regional, and other government agencies.
- Individual Contributions: Cash support from private individuals; e.g., donations from patrons, boards of directors, etc.
- Business/Corporate Contributions: Cash support.
- Foundations: Cash support from private or community foundations. (Note: List corporate foundation support on line 6.)
- Memberships: Cash support (usually dues) from constituents or patrons who receive membership privileges.
- Fundraising: Include *gross* proceeds from benefits, or other special events. Include contributions from guilds and auxiliaries. Do not include income from bookstores, restaurant, or other non-program-related activities. These should be listed on Earned Income lines.

**I. B. Earned Income**

- Admissions: Revenue from admissions, tickets, subscriptions, etc.
- Touring: Revenue from touring activities.
- Contracted Services: Contract revenue from specific services (usually with an organization or unit of government), including performance or residency fees, etc.
- Tuition/Workshops: Revenue from sale of services (usually to individuals), such as classes, workshops, training.
- Product Sales: Earned revenue from other sources, such as catalog sales, advertising space in programs, parking, etc.
- Investment Income: Dividends, interest, capital gains and their proceeds, including earnings from endowments if used for operations.
- Other: Other sources, if any, such as *net* income from bookstores, restaurant, or other non-program related activities, if such income is used to support operations.

**II. A. Personnel Expenses:** Include salaries, wages and benefits for employees, payment to consultants.

- Artistic/Administrative/Technical: For Full-Time, include all year-round and permanent staff; for Other, include all part-time, project based, seasonal, collaborating, and consulting personnel.

**II. B. Operating Expenses**

- Facility Expenses/Space Rental: Rental of office, rehearsal facilities, theater, hall, gallery, etc., and overhead for basic utilities. Also include non-structural renovations and improvements. *Do not include capital expenditures.*
- Marketing: Marketing, publicity, and promotion, not including payments to personnel listed above (II. A.). Include: costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, or posters; food, drink, and space rental when directly connected to promotion, publicity, or advertising.
- Production/Exhibition: Costs of artistic production, including: electricity, storage, photo supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under Travel.
- Travel: All travel connected with personnel, including fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances.
- Fundraising Expense: Total cost of fundraising activities. Fundraising expenses should relate to fundraising events included in contributed income.
- Other Operating Expenses: Be sure to attach a schedule if amount of this line exceeds 10% of total expenses. Include loan payments, interest charges, miscellaneous administrative expenses not covered above; yearly acquisitions budget or insurance.

# OSP • 2000-01 SECOND-YEAR REPORT • FORM AND INSTRUCTIONS

## ORGANIZATIONAL BUDGET SUMMARY AND BUDGET NOTES AND SCHEDULES

Fiscal Year begins (month) \_\_\_\_\_ This budget page is to cover four full years, 12 months per year. If your fiscal year corresponds to the calendar year, include budgets for 1998, 1999, 2000, and 2001.

### Operating Budget Only

	1997-98 (actual)	1998-99 (actual)	1999-00 (current)	2000-01 (projected)
<b>I. INCOME</b>				
A. Contributed				
1. Federal Government	_____	_____	_____	_____
2. State Government (do not include this request)	_____	_____	_____	_____
3. Grant Amount Requested	_____	_____	_____	_____
4. Local/Municipal Government	_____	_____	_____	_____
5. Individual Contributions	_____	_____	_____	_____
6. Business/Corporate Contributions	_____	_____	_____	_____
7. Foundations	_____	_____	_____	_____
8. Memberships	_____	_____	_____	_____
9. Fundraising Events (gross)	_____	_____	_____	_____
10. Other: _____	_____	_____	_____	_____
<b>Subtotal Contributed</b>	_____	_____	_____	_____
B. Earned				
11. Admissions	_____	_____	_____	_____
12. Touring	_____	_____	_____	_____
12a. Contracted Services	_____	_____	_____	_____
13. Tuition/Workshops	_____	_____	_____	_____
14. Product Sales/Concessions	_____	_____	_____	_____
15. Investment Income	_____	_____	_____	_____
16. Other: _____	_____	_____	_____	_____
<b>Subtotal Earned</b>	_____	_____	_____	_____
17. <b>Grand Total Income (A+B)</b>	_____	_____	_____	_____
<b>II. EXPENSES</b>				
A. Personnel*				
18. Artistic Full-time	_____	_____	_____	_____
Other Artistic	_____	_____	_____	_____
19. Administrative Full-time	_____	_____	_____	_____
Other Administrative	_____	_____	_____	_____
20. Technical Production Full-time	_____	_____	_____	_____
Other Technical Production	_____	_____	_____	_____
<b>Subtotal Personnel</b>	_____	_____	_____	_____
B. Operating Expenses				
21. Facility Expenses/Space Rental	_____	_____	_____	_____
22. Marketing	_____	_____	_____	_____
23. Production/Exhibition	_____	_____	_____	_____
24. Travel	_____	_____	_____	_____
25. Fundraising Expenses (gross)	_____	_____	_____	_____
26. Other (if greater than 10% of budget, you must attach a separate schedule)	_____	_____	_____	_____
<b>Subtotal Operating</b>	_____	_____	_____	_____
27. <b>Total Expenses (A+B)</b>	_____	_____	_____	_____
<b>III. Surplus (Deficit) at year end (item 17 minus item 27)</b>	_____	_____	_____	_____

\* Read corresponding instructions on page 4. Provide footnotes on page 7 to break down personnel expenditures.



## ORGANIZATIONAL BUDGET SUMMARY INSTRUCTIONS - FOR PAGE 7

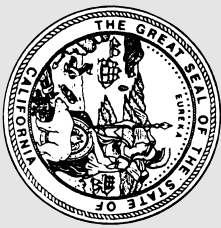
- |   |   |
|---|---|
| <p>III. <b>Operating Surplus (Deficit):</b> Enclose deficit figures within parentheses.</p>   | <p>IX. <b>Cash Reserves:</b> Indicate the balance, with notes detailing major increases and/or decreases.</p>   |
| <p>IV. <b>Carryover Fund Balance at Beginning of Year.</b> Include only operating funds. Do not include value of endowments, cash reserves, restricted funds, or capital assets. For 1998-1999 actual, current and projected years, this figure should correspond to line VII of the previous column.</p> | <p>X. <b>Balance of Non-Operating Capital Funds:</b> Such as construction or building funds. Provide notes detailing major increases and/or decreases to fund.</p>  |
| <p>V. <b>Accumulated Surplus:</b> Add item III, plus item IV, if appropriate.</p>   | <p>XI. <b>Loans/Lines of Credit:</b> Indicate the balance of all outstanding loans. Provide notes detailing the reason for the loan, the organization's repayment plan, and term of the loan.</p>   |
| <p>VI. <b>Other Net Adjustments:</b> Include fund transfers, special gifts, etc. Indicate deficit adjustments within parentheses.</p>   | <p>XII. <b>In-kind Contributions:</b> Includes the value of in-kind contributions including services, capital acquisitions, space rental, and volunteer services, (artistic, administrative, and technical). If the total exceeds 10% of total income (line 17), attach a schedule.</p> |
| <p>VII. <b>Balance at Year End:</b> Carry this figure forward to line IV of the next year.</p>  | <p>XIII. <b>Pass-Through Funds:</b> Include any funds received as a fiscal agent for the benefit of another organization(s).</p>  |
| <p>VIII. <b>Balance of Endowment Fund:</b> Indicate the balance of the organization's endowment fund. Provide notes detailing major increases and/or decreases to fund.</p>   |   |

**OSP • 2000-01 SECOND-YEAR REPORT • FORM AND INSTRUCTIONS****ORGANIZATIONAL BUDGET SUMMARY (CONTINUED)**

	<b>1997-98 (actual)</b>	<b>1998-99 (actual)</b>	<b>1999-00 (current)</b>	<b>2000-01 (projected)</b>
III. Operating surplus (deficit) from previous page	_____	_____	_____	_____
IV. Carryover fund balance at beginning of year; surplus or (deficit)	_____	_____	_____	_____
V. Accumulated surplus (deficit) (item III plus item IV; if appropriate, describe below under Budget Notes the plan to reduce deficit or utilize surplus)	_____	_____	_____	_____
VI. Other net adjustments to operating budget (explain below)	_____	_____	_____	_____
VII. Balance at year end (item V plus Item VI)	_____	_____	_____	_____
VIII. Balance of endowment fund (if applicable)	_____	_____	_____	_____
IX. Cash Reserve	_____	_____	_____	_____
X. Balance of non-operating capital fund(s) (if applicable)	_____	_____	_____	_____
XI. Loan(s), outstanding (specify nature of loans in budget notes below)	_____	_____	_____	_____
XII. In-kind contributions (attach schedule if greater than 10% of total income)	_____	_____	_____	_____
XIII. Pass-through funds (i.e., as fiscal agent, etc.)	_____	_____	_____	_____

**Budget notes and Schedules**

You are **required** to provide budget notes to explain significant changes (10% or more) in income and expense line items from year to year. If necessary, attach detailed schedules based on the organization's financial statements. (**Note: unexplained changes in income or expenses and surplus/deficit positions from year to year may reflect negatively on your application.**)



**California Arts Council**  
Organizational Support Program  
Second-Year Report  
1300 I Street, Suite 930  
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